

25X1A

PERSONNEL



11. LEAVE OF ABSENCE TO PERMIT AGENCY EMPLOYEES  
TO ACCOMPANY THEIR SPOUSES TO OTHER GEOGRAPHIC  
AREAS

Revised

- a. When an employee whose spouse is also employed by the Agency is assigned PCS by the Agency to a field duty station and there is no suitable requirement for the spouse's employment at the new station, the Head of the spouse's Career Service and the Director of Personnel will carry the spouse on Leave Without Pay for the duration of the employee's assignment up to a maximum of three years. Should the spouse accept contract employment during this period, the spouse's LWOP status will be preserved by an appropriate clause in the spouse's contract for any subsequent leave of absence prior to the spouse's return to Headquarters within the three-year period. Should the spouse not become available to return to duty at Headquarters by the end of the three years, the spouse's staff employment status will be terminated. The spouse will sign a Memorandum of Understanding (fig. 1) before the LWOP action becomes effective.

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Revised to  
include c.

- b. Employees whose spouses are not associated with the Agency and who plan to accompany their spouses to new locations may be carried in a leave status for 90 calendar days provided such action is in the best interests of the Agency.

Extension of the 90-day period may be granted by the Head of the employee's Career Service only in those cases where a specific commitment has been made for employment within a reasonable period of time. The 90-day period will include all annual leave to the employee's credit plus such leave without pay as necessary to assure retention of status for 90 days after date of departure.

- c. (included in b.)

No further change

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